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Stages	Phases	Major Deliverables	Task(s)	Roles		Timetable & Checkpoints		
		Training Needs Analysis	Conduct audience analysis	SFAU PM, ID, SMEs, Users				
		Training reeds 7 thanysis	Conduct performance analysis	SFAU PM, ID, SMEs, Users				
			Identify learning objectives	ID ID				
	_	Instructional Design Plan	Identify content scope (content inventory)  Determine delivery strategy/instructional strategy	ID, SMEs ID, SFAU PM				
	Plan		Identify logistics strategy	LC				
			Identify roles (role map)	PS, PPM, SFAU PM, ID				
Design		Project Plan	Identify stakeholders	SFAU PM				
			Create workplan (tasks, deliverable schedule, check-in points)  Develop budget	SFAU PM, LC, Production SFAU PM	<del>                 </del>			
		Task Order	Create, review and award task order	SFAU PM, COR, PS, PPM				
42		Project Management	Kick-off meeting	SFAU Mgmt, SFAU PM, PPM, PS				
		1 Toject Wanagement	Control project work throughout each phase	SFAU PM, PPM				
			Create goal map / course map (story board)	ID, SMEs				
		Instructional Strategy	Create content outline Create activities	ID, SMEs ID, SMEs, LC		<del>┤╒</del> ┻╅┼┼┼┨		
		mstructional Strategy	Determine media requirements	MC, ID, SME, SFAU PM, COR		<del>╎╎<b>╗</b>╎╎╎</del>		
	50		Review and adopt training material standards	ID				
	•==	Alpha Usability Test	Plan alpha usability test	TST				
			Conduct alpha usability test (results & recommendations)	TST, Users		<del>                                      </del>		
	Design	Evaluation Instrument	Plan evaluation/measurement tools & methods	QC	╂┼┼┼┼┼╂	<del>                                      </del>		
	Ι	Deliverable Schedule	Create implementation timeline Create logisitics timeline	SFAU PM	<del></del>	<del>+++++<b>==</b></del>		
			Create logistrics timeline  Conduct kick-off meeting	SFAU PM All Participants	<del>                                     </del>	<del>                                      </del>		
		Project Management	Create communication plan	SFAU PM, Comm	<del>                                     </del>	<del>                                      </del>		
		, c	Control project work throughout each phase	SFAU PM, PPM				
			Create Detailed Course Content (Micro Content Outline)	SMEs, ID				
		Trainer & Training Materials	Create Instructor/Facilitator material (Media: presentations, activities, scenarios, classroom charts)	SMEs, ID, MC				
	<b>=</b>		Create Video	ID, MC		<del>                                      </del>		
	Classroom		Create Graphics	GD ID, SMEs, LC		<del>┼┼┼┼┼┼<b>╏┦┩┧</b>┪┪┼┼</del> ┨		
	<b>-</b>		Prepare Train the Trainer Course structure, content, material and logistics Select Trainers for TOT	SFAU PM, PPM	<del>                                     </del>	<del>┤┤╎╎╎╎╏╎╏</del>		
		Participant Materials	Create Detailed Course Content (Micro Content Outline)	SMEs, GD, MC	<del>                                     </del>	<del>┤┤┤┤┤┤┃</del> ┪┪╀┸┦┤┤┨		
			Create Participant Material (guide, workbook & artifacts)	SMEs				
	~		Develop Performance Support Materials (props/job aids)	ID, SMEs, GD, MC		<u> </u>		
	<b>-</b>		Dry Run	SMEs, SFAU PM	<del></del>	<del>┼┼┼┼┼┼╂┞<b>╒╗</b>┟┼┼┼</del> ┛		
		Testing	Plan Internal/Beta Usability tests Conduct Internal/Beta Usability Tests	TST TST, Users	<del>                                      </del>	<del>┤┤┤┤┤┤┤╏┤</del> ┞ <mark>╇</mark> ┪┼┼┨		
evelop			Plan Pilot Development tests	TST	<del>                                     </del>	<del>┤┤┤┤┤┤┦╏┤┤┞<b>╒╗</b>┪┤</del> ┫		
			Conduct Pilot Development tests	TST, Users	<del>11111111</del>	<del>                                      </del>		
	Build	Support Processes	Build Help/Support processes	ID, SMEs				
		Evaluation/Measurement	Develop Evaluation/Measurement tools & methods	QC				
9	=	Training Logistics	Execute Training Logistics	LC	$\cdots$	<del></del>		
	$\sim$		Package Materials (printing & shipping)	DP SFAU PM, PPM, LC	<del></del>	<del>┼┼┼┼┼┼╂┼┢╅┼┼┼</del> ┩		
<b>(1)</b>		Training Schedule	Select Trainers & Select Sites Schedule Programs	SFAU PM, PPM, LC SFAU PM, PPM, LC	<del>                                      </del>	<del>┤┤┤┤┤┤┤╏</del>		
		Project Management	Conduct ongoing communications/ Control project work throughout each phase	Comm, SFAU PM, PPM	<del>                                     </del>	<del>┤┤┤┤┤┤╏</del> ┪┪ <mark>╗┪┪┪┪</mark>		
		110 jeet Wanagement	Create Course Content (varies by solution - CBT, Bus Sim)	SMEs, ID	<del>                                     </del>			
	4)		Create Activities (Micro Storyboard, Artifacts, Tools, & Feedback)	SMEs, ID				
	ine		Identify Examples	SMEs SMEs	<del>                                     </del>	<del>┤┤╎╎╎╏</del> ═╸┼┼┼┼┦		
	.=	Course Materials	Develop Feedback Create Media	MC MC	<del>                                     </del>	<del>┼┼┼┼┼┼<b>╏═</b>╏┼┼┼┼</del> ┨		
			Create Graphics	GD				
	Onl		Create Training Database	SMEs, IT	<del></del>	<del>┼┼┼┼┼┼<b>╒╒╕</b>╅┼┼┼┼</del> ┛		
			Develop Performance Support Materials (props/job aids) Dry Run	ID, SMEs, GD, MC SMEs, SFAU PM	<del>                                     </del>	<del>┤┤╎╎╎╎╏</del> ╎ <mark>═</mark> ┤┼┼┼┨		
			Plan Internal/Beta Usability tests	TST TST	<u> </u>	<u> </u>		
	i		Conduct Internal/Beta Usability tests (results)	TST, Users				
	<del></del>	Testing	Plan Pilot Development tests	TST		<del></del>		
	Build		Conduct Pilot Development tests (results) Plan Component, Assembly & System Development tests	TST, Users TST	╂┼┼┼┼┼┼	<del>┤┤┤╎╎╎╏╏╏</del> ┪┪		
	•=		Plan Component, Assembly & System Development tests  Conduct Component, Assembly & System Development tests (results)	TST, Users	<del>▋┤╎╎╎</del>	<del>┤┤┤┤┤┤╏┤<b>╏┼╚┋═</b>╏┤┤</del> ╏		
		Package Materials	Package Materials (printing & shipping)	SMEs, DP	<del>                                     </del>	<del>                                      </del>		
		Support Processes	Build Help/Support processes	ID, SMEs	<del>                                     </del>	<del>                                      </del>		
1		Evaluation/Measurement	Develop Evaluation/Measurement tools & methods	OC .	<del>▋▎▍▎▍</del>	<del>┤┤┤┤┤┤╏┤<b>╏┼╚┼┼</b>╏</del>		
		Project Management	Conduct ongoing communications/ Control project work throughout each phase	Comm, SFAU PM, PPM	<del>▋▎▍▎▍</del>			
		1 Toject Wanagement		, or 10 1 m, 11 m				

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Stages	Phases	Major Deliverables	Task(s)	Roles	Timetable & Checkpoints													
		Train the Trainer (TOT)	Schedule trainers	SFAU PM		П	П	П	П	П	TT							
		Traili the Trailier (TOT)	Conduct Train the Trainer sessions (TOT evaluations)	Dev, TRN		П	П			П	П		TI			П		
<u>_</u>		Logistics Support	Execute Logistics Support	LC		П	П			П	П		TI					
<b>7</b>	0		Registration	LC							Ħ	TI				П		
•			Deliver Training	TRN, Users														
<b>&gt;</b>		Ongoing Training	Conduct Trainee Evaluations	TRN														
<u>.</u>			Implement Ongoing Support	IT/Dev, TRN														
<b>:</b>			Implement Training Maintenance plan	Dev, TRN														
e)		Project Management	Conduct ongoing communications/ Control project work throughout each phase	Comm, SFAU PM, PPM														
•	7.0	Conduct Evaluation	Collect Design, Delivery and Economical Effectiveness data	QC														ш
	SS	Colluct Evaluation	Summarize Evaluation/Measurement Results	QC														
	تة		Analyze Evaluation/Measurement results	QC														
	S	Analysis	Create Plan of Action/Make Recommendations	PPM, SFAU PM, QC, SMEs														
	S		Celebrate	All Participants		П	TT				T							$\Box$
	₹.	Project Management	Conduct ongoing communications/ Control project work throughout each phase	Comm, SFAU PM, PPM		T		T	П		T	Tİ						



## Legend

Mgmt: PS - Program Sponsor, PPM - Program Project Mngr,

SFAU PS - SFAU Project Sponsor, SFAU PM - SFAU Project Mngr

SFA U: COR - Contracting Officer Representative, Comm - Communications POC, LC - Logistics Coordinator,

QC - Quality Control

Team: TL - Team Lead, Dev - Development Team, ID - Instructional Designer, SME - Subject Matter Expert,

TRN - Trainers, Users - End Users/Trainees

Other: DP - Desktop Publishing, GD - Graphics Designer, IT - Information Technology (programmer, tech arch),

MC - Media Coordinator, TST - Tester, TA - Technical Adviser

Management Checkpoint

s	Phases	Segments/Major Deliverables	Task(s)	Step(s)					
P P	_ 111000	~-g		~					
Ė	Plan It!								
	· ····································	Audience Analysis							
		- Madeiree - Manysis	Identify stakeholders (key players & roles)						
			Conduct audience analysis						
			Assess current performances						
			Define "to be" performance requirements						
			Identify performance gaps						
			Identify strategy for addressing gaps						
		Curriculum Plan							
			Identify learning objectives						
			Identify content scope						
			Determine training delivery strategy						
			Determine instructional platform						
		Project Plan							
			Identify tasks, deliverables & roles						
			Develop budget						
			Create macro & micro timeline						
			Define check-in points						
		Task Order							
			Create task order						
				Review proposal					
			Award task order	1 1					
		Project Management	Control project work throughout each phase						
ŀ	Design It!	1 Toject Trimingement							
ľ	Design 1t:	Instructional Strategy/Storyboard							
		instructional Strategy/StorySource	Create macro storyboard						
			Review and Adopt Training Material Standards						
				identify activity type map objectives and content to activity identify artifacts/tools feedback strategy					
			Create activity designs						
		Content Outline							
			Gather detailed content						
		Delivery/Technical Architecture	Gather requirements						
			Confirm development & delivery requirements						
		Alpha Usability Test							
ĺ			Conduct Alpha usability test						
		Evaluation Instrument							
			Plan evaluation/ measurement tools & methods						
		Implementation Plan							
ĺ			Create implementation plan						
		Support Processes							
			Identify help/support processes required						
ĺ		Communication Plan							
			Create communication plan						
ĺ		Project Management							
			Kick-off meeting						
			Control project work throughout each phase						
j	Build It! Classr	00m							
		Instructor Materials							
1			Create detailed course content						
			Create instructor material						
ļ		1	Prepare train the trainer course structure, content, material and						
			logistics						
		Participant Materials							

Stages	Phases	Segments/Major Deliverables	Task(s)	Step(s)
			Create participant material	
			Develop performance support materials	
		Testing		
			Plan & conduct Beta development tests	
				create Beta usability test plan/schedule
				users conduct Beta usability test revise materials based on results from
			Plan & conduct Pilot development tests	Beta usability test
			Fran & Conduct Frot development tests	
				create Pilot test plan/schedule users conduct Pilot test revise materials based on results from Pilot test
		Support Processes		
			Build/help support processes	
		Evaluation/Measurement		
			Develop evaluation/ measurement tools & methods	
		Training Logistics		
			Execute training logistics	
			Package materials (printing & shipping)	_
		Communication Plan		
			Conduct ongoing communication	_
		Project Management		
			Control project work throughout each phase	
	Build It! Online			
		Course Materials		
			Create course content (varies by solution - CBT, Bus Sim)	
			Create Artifacts & Tools	
			Identify Examples	
			Develop Feedback	
			Coordinate Media Development: Graphics/Video	
			Create Training Database	
			Develop performance support materials	
		Testing		
			Plan & conduct Beta development tests	
				create Beta usability test plan/schedule users conduct Beta usability test revise materials based on results from Beta usability test
			Plan & conduct Pilot development tests	
				create Pilot test plan/schedule users conduct Pilot test revise materials based on results from Pilot test
			Plan & conduct Component, Assembly & System development tests	
				create Component, Assembly & System test plan/schedule users conduct Component, Assembly &
				System test revise materials based on results from Component, Assembly & System test
		Package Materials		
			Package materials (printing & shipping)	
		Support Processes		
			Build/help support processes	
		Evaluation/Measurement		
			Develop evaluation/ measurement tools & methods	
		Communication Plan		
			Conduct ongoing communication	
		Project Management		
			Control project work throughout each phase	
DELIVER				

Stages	Phases	Segments/Major Deliverables	Task(s)	Step(s)
	Do It!	Train the Trainer (TOT)		
			Schedule trainers	
			Conduct train the trainer sessions	
		Logistics Support		
			Execute logistics support	
		Ongoing Training		
			Registration	
			Deliver training	
				conduct course evaluations
			Implement ongoing support	
			Implement training maintenance plan	
		Communication Plan		
			Conduct ongoing communication	
		Project Management		
			Control project work throughout each phase	
	Assess It!	Conduct Evaluation		
			Collect design effectiveness data	
			Collect delivery effectiveness data	
			Collect economical effectiveness data	
			Summarize evaluation/measurement results	
		Analysis		
			Analyze evaluation/measurement results	
			Create plan of action/make recommendations	
		Communication Plan		
			Conduct ongoing communication	
		Project Management		
			Control project work throughout each phase	